

GOVERNMENT OF PUDUCHERRY
CO-OPERATIVE DEPARTMENT

No. 5/7/3/5/RCS/Dairy/2014/111.

Puducherry, the 29th July 2015.

Proceedings of the Registrar of Co-operative Societies, Puducherry

Present : Dr. A.S. SIVAKUMAR,
Registrar of Co-operative Societies,
Puducherry.

Subject : The Keezhoor Co-operative Milk Producers' Society Limited, No. P. 627-Appointment of liquidator under sub-section (1) of section 127 of the Puducherry Co-operative Societies Act, 1972-Orders-Issued.

Read : Registrar's Proceedings No. 5/7/3/5/RCS/Dairy/2014, dated 29-7-2015.

ORDER

Whereas, an order was made, *vide* reference cited, under sub-section (1) of section 126 of the Puducherry Co-operative Societies Act, 1972, directing the winding up of the affairs of the Keezhoor Co-operative Milk Producers' Society Limited, No. P. 627;

And whereas, to complete the winding up process of the said society, a liquidator is to be appointed under section 127 of the Act;

And whereas, the financing bank *viz.*, the Pondicherry State Co-operative Bank was consulted in the matter of appointment of a liquidator, as required under sub-section (1) of section 127 and the said bank as no objection for the appointment of liquidator to the said milk society;

Now, therefore, in exercise of the powers conferred on me under sub-section (1) of section 127 of the Puducherry Co-operative Societies Act, 1972, I hereby appoint Thiru R. Rangababu, Co-operative Officer, as the liquidator for the purpose of winding up of the said society.

Thiru R. Rangababu, liquidator shall take into his custody all the properties, effects and actionable claims to which the society is or appears to be entitled and complete the liquidation proceedings as per law.

Dr. A.S. SIVAKUMAR,
Registrar of Co-operative Societies.

புதுச்சேரி அரசு

இந்து சமய நிறுவனங்கள் மற்றும் வக்ஃபு துறை

(அரசு ஆணை பலவகை எண் 32/இசுரி/கோ.4/2015-918,
நாள் 2015 (ஹப்) சூலை மீ 31 வ)

ஆணை

புதுச்சேரி மாநிலம், பாசூர் கொம்ப்யூன், கரையாம்புத்தூர், அருள்மிகு சுப்ரமணியசுவாமி தேவஸ்தானம் அரசு ஆணை பலவகை எண் 34/இசுரி/கோ.4/2002, நாள் 8-7-2002-ன் மூலம் அமைக்கப்பட்ட அறங்காவலர் வாரியத்தால் நிர்வகிக்கப்பட்டு வருகிறது. இவ்வறங்காவலர் வாரியத்தின் பதவிக்காலம் முடிவடைந்து விட்டது.

2. இந்நிலையில், மேற்கூறிய தேவஸ்தானத்திற்குப் புதிய அறங்காவலர் வாரியம் அமைக்கும்வரையில் ஒரு சிறப்பு அதிகாரியை நியமனம் செய்து நிர்வகிப்பது இன்றியமையாதது என்று அரசால் கருதப்படுகிறது.

3. எனவே, 1972-ஆம் ஆண்டு புதுச்சேரி இந்து சமய நிறுவனங்கள் சட்டம் 4-ஆம் பிரிவின்கீழ் வழங்கப்பட்டுள்ள அதிகாரங்களைச் செலுத்தி, புதுச்சேரி மாநிலம், குருசுக்குப்பம், பொதுப்பணித்துறை, குடிநீர் பரிசோதனைக்கூடம், பொது சுகாதார கோட்டத்தில் பல்நோக்கு ஊழியராக பணிபுரியும் திரு. ஆ. கலியபெருமாள், த/பெ. ஆதிகேசவன் அவர்கள், புதுச்சேரி பாசூர் கொம்ப்யூன், கரையாம்புத்தூர், அருள்மிகு சுப்ரமணியசுவாமி தேவஸ்தானத்திற்கு சம்பளம் பெறாச் சிறப்பு அதிகாரியாக அரசால் இதன் மூலம் நியமனம் செய்யப்படுகிறார்.

4. திரு. ஆ. கலியபெருமாள் அவர்கள், மேற்கூறிய தேவஸ்தானத்தின் நிர்வாகத்தை அதன் அசையும், அசையாச் சொத்துக்கள், இதர ஆவணங்களுடன் பதவி விலகும் அறங்காவலர் வாரியத்திடமிருந்து பொறுப்பேற்றுக்கொண்டு, அரசுத் துறையில் தான் வகிக்கும் பதவிக்குக் கூடுதலாகவும், 1972-ஆம் ஆண்டு புதுச்சேரி இந்து சமய நிறுவனங்கள் சட்டம் மற்றும் அதன் கீழ் உருவாக்கப்பட்டுள்ள விதிகளுக்கு இணங்கவும், தேவஸ்தானத்தின் நிர்வாகத்தைக் கவனித்து வரவேண்டும்.

5. சிறப்பு அதிகாரி நியமனம் ஓர் இடையேற்பாடு என்பதால், தேவஸ்தான நிர்வாகம் தொடர்பான அன்றாடப் பணிகளை மட்டுமே சிறப்பு அதிகாரி கவனித்து வர வேண்டும். அறங்காவலர் வாரியத்தால் எடுக்கப்படக்கூடிய எவ்வித கொள்கை முடிவும் இந்து சமய நிறுவனங்கள் ஆணையர் அனுமதியின்றி சிறப்பு அதிகாரி மேற்கொள்ளக்கூடாது.

(துணைநிலை ஆளுநரின் ஆணைப்படி)

பா. தில்லைவேல்,
அரசு சார்புச் செயலர் (கோயில்கள்).

GOVERNMENT OF PUDUCHERRY
LABOUR DEPARTMENT

(G.O. Rt. No. 86/AIL/Lab./J/2015, dated 3rd August 2015)

NOTIFICATION

Whereas, the Government is of the opinion that an industrial dispute has arisen between the management of M/s. Puducherry Agro Products

Food and Civil Supplies Corporation Limited, (PAPSCO), and Thiru P. Sivaraman over refusal of employment and seniority in respect of the matter mentioned in the Annexure to this order;

And whereas, in the opinion of the Government, it is necessary to refer the said dispute for adjudication;

Now, therefore, by virtue of the authority delegated *vide* G.O. Ms. No. 20/90/Lab./1, dated 23-5-1991 of the Labour Department, Puducherry to exercise the powers conferred by clause (c) of sub-section (1) of section 10 of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), it is hereby directed by Secretary to Government (Labour) that the said dispute be referred to the Labour Court, Puducherry for adjudication. The Labour Court, Puducherry shall pass the award within 3 months from the date of issue of reference as stipulated under sub-section (2-A) of section 10 of the Industrial Disputes Act, 1947 and in accordance with rule 10-B of the Industrial Disputes (Central) Rules, 1957. The party raising the dispute shall file a statement of claim complete with relevant documents, list of reliance and witnesses to the Labour Court, Puducherry within 15 days of the receipt of the order of reference and also forward a copy of such statement to each one of the opposite parties involved in the dispute.

ANNEXURE

(a) Whether the dispute raised by the petitioner Thiru P. Sivaraman against the management of M/s. Puducherry Agro Products Food and Civil Supplies Corporation Limited, (PAPSCO), Puducherry over non-employment and seniority is justified?

(b) If justified, what relief the petitioner is entitled to?

(c) To compute the relief, if any awarded in terms of money, if it can be so computed ?

(By order)

A. RAJARATHINAM,
Under Secretary to Government (Labour).

GOVERNMENT OF PUDUCHERRY LABOUR DEPARTMENT

(G.O. Rt. No. 87/AIL/Lab./J/2015, dated 3rd August 2015)

NOTIFICATION

Whereas, the Government is of the opinion that an industrial dispute has arisen between the management of M/s. State Express Transport Corporation, Pondicherry Branch (Government of Tamil Nadu undertaking) and Thiru K. Sellapan over non-payment of overtime wages, weekly holiday wages and retirement benefits in respect of the matter mentioned in the Annexure to this order;

And whereas, in the opinion of the Government, it is necessary to refer the said dispute for adjudication;

Now, therefore, by virtue of the authority delegated *vide* G.O. Ms. No. 20/90/Lab./1, dated 23-5-1991 of the Labour Department, Puducherry to exercise the powers conferred by clause (c) of sub-section (1) of section 10 of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), it is hereby directed by Secretary to Government (Labour) that the said dispute be referred to the Industrial Tribunal, Puducherry for adjudication. The Industrial Tribunal, Puducherry shall pass the award within 3 months from the date of issue of reference as stipulated under sub-section (2-A) of section 10 of the Industrial Disputes Act, 1947 and in accordance with rule 10-B of the Industrial Disputes (Central) Rules, 1957. The party raising the dispute shall file a statement of claim complete with relevant documents, list of reliance and witnesses to the Industrial Tribunal, Puducherry within 15 days of the receipt of the order of reference and also forward a copy of such statement to each one of the opposite parties involved in the dispute.

ANNEXURE

(a) Whether the dispute raised by the petitioner Thiru K. Sellapan against the management of M/s. State Express Transport Corporation, Pondicherry Branch (Government of Tamil Nadu undertaking) Puducherry over non-payment of overtime wages, weekly holiday wages from the period 1994 to 2012 and retirement benefits is justified.

(b) If justified, what relief the petitioner is entitled to?

(c) To compute the relief, if any awarded in terms of money, if it can be so computed ?

(By order)

A. RAJARATHINAM,
Under Secretary to Government (Labour).

GOVERNMENT OF PUDUCHERRY CHIEF SECRETARIAT (EDUCATION-I)

(G.O. Ms. No. 51, dated 4th August 2015)

NOTIFICATION

On attaining the age of superannuation, Thiru I. Nouroul Amine, Lecturer in Modern Office Practice in Motilal Nehru Government Polytechnic College, Puducherry is admitted into retirement on superannuation with effect from the afternoon of 31-8-2015.

(By order)

M. GUNASEKARAN,
Under Secretary to Government (Education).

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (COOPERATION)

(G.O. Rt. No. 53/Coop, dated 6th August 2015)

NOTIFICATION

The Government of Puducherry have decided to implement the scheme of free distribution of Mixie and Grinder at free of cost to the family ration card holders through Social Welfare Department, Adi-Dravidar Welfare Department, Women and Child Development Department and Labour Department.

2. Approval of the Lieutenant-Governor, Puducherry is hereby accorded to the Pondicherry Co-operative Wholesale Stores to procure the Mixie and Grinder from the supplier(s) finalised by the Government of Tamil Nadu on the same specifications of 550 watts for Mixie with two jars and two litre Table Top Wet Grinder at the rates of ₹ 1,070 and ₹ 2,040 respectively (The rates are exclusive of Puducherry VAT and 3% Service Charges of the Pondicherry Co-operative Wholesale Stores Limited, No. P 44) as procured by the Tamil Nadu Civil Supplies Corporation (TNCSC), for distribution to the family ration card holders through the Government departments referred above subject to the following conditions:-

- (i) Dedicated officers shall carry out quality check to ensure that the supplies are made as per design and specification.
- (ii) The draft agreement shall be got vetted by the Law Department and Finance Department.
- (iii) Provisions of GFR and CVC instructions shall be strictly adhered to.

3. This issues with the concurrence of the Finance Department, Puducherry vide their U.O. No. 1889/F5/A2, dated 31-7-2015.

(By order of the Lieutenant-Governor)

M. SARATHI,
Deputy Secretary to Government (Cooperation).

GOVERNMENT OF PUDUCHERRY
LAW DEPARTMENT

(G.O. Ms. No. 32/2015-LD, dated 10th August 2015)

NOTIFICATION

The Lieutenant-Governor, Puducherry is pleased to appoint Shri Majeti Natarajan, Advocate, Yanam as the Additional Government Pleader for Puducherry at the High Court, Madras to represent the cases arising from

the outlying region of Yanam on behalf of the Government of Puducherry, for a period of three years from the date of assumption of charge.

2. The terms and conditions of the appointment of the Additional Government Pleader for Puducherry at High Court, Madras shall be set out in G. O. Ms No. 36/96-LD, dated 23-12-1996 of the Law Department, Puducherry as amended from time to time.

(By order of the Lieutenant-Governor)

R. MARGARET ROSALINE,
Law Secretary to Government.

புதுச்சேரி அரசு
போக்குவரத்துத் துறை
அரசு வாகனப் பணிமனை

எண் 1589/GAWC:2/2015-16.

அறிவிப்பு

புதுச்சேரி அரசின் (புதுச்சேரி, காரைக்கால், மாணே, ஏனாம் பிராந்தியங்களில் செயல்படும்) பல்வேறு துறைகளுக்குச் சொந்தமான, பயன்பாட்டில் உள்ள அரசு வாகனங்களில் ஏற்படும் பழுதுகளைச் சரிசெய்வதற்குத் தகுதி வாய்ந்த தனியார் பணிமனைகளைக் கண்டறிந்து அதற்குரிய அங்கீகாரம் போக்குவரத்துத் துறை மூலம் பெற விண்ணப்பங்கள் வரவேற்கப்படுகின்றன.

பணிமனை விவரங்கள்:-

1. ஒருங்கிணைந்த பழுதுநீக்கு பணிமனை (வாகன ஓவா்ஹாலிங், வண்ணப்பூச்சு, வெளிக்கட்டமைப்பு, உள்கட்டமைப்பு மற்றும் வாகன மின் இணைப்பு வேலைகள்).
2. சிறுபழுது நீக்கு பணிமனை.
3. வெளி கட்டமைப்பு பழுதுநீக்கு பணிமனை.
4. உள்கட்டமைப்பு பழுதுநீக்கு பணிமனை.
5. வாகன மின் இணைப்பு பழுதுநீக்கு பணிமனை.
6. வாகன பராமரிப்பு பணிமனை.

விண்ணப்பப் படிவங்களை, புதுச்சேரி போக்குவரத்துத் துறை மற்றும் புதுச்சேரி அரசு வலைதளத்திலும் 18-8-2015 முதல் 7-9-2015 மாலை 5.00 மணிவரை பதிவிறக்கம் செய்து கொள்ளலாம். (Website: www.transport.puducherry.gov.in மற்றும் www.py.gov.in).

பதிவிறக்கம் செய்யப்பட்ட விண்ணப்பப் படிவத்தைப் பூர்த்தி செய்து விண்ணப்பத்தில் கோரப்பட்டுள்ள அனைத்து இணைப்பு நகல்களுடன் அதற்குண்டான விண்ணப்பக்கட்டணம் ரூ. 250-ஐ Drawing and Disbursing Officer, Government Automobile Workshop, Puducherry, payable at Puducherry என்ற

பெயருக்கு State Bank of India-விலிருந்து பெறப்பட்ட வரைவுக் காசோலையுடன் இணைத்து 18-8-2015 முதல் 7-9-2015 மாலை 5.45 மணிவரை அரசு வாகனப் பணிமனை, சாரம், புதுச்சேரி என்ற முகவரியில் சமர்ப்பிக்க வேண்டும்.

புதுச்சேரி, 2015 ஐதா ஆகஸ்ட் மீ 11 வ.

S. தம்மு கணபதி,
செயற்பொறியாளர் (பொறுப்பு).

GOVERNMENT OF PUDUCHERRY
TRANSPORT DEPARTMENT
GOVERNMENT AUTOMOBILE WORKSHOP

No. 1589/GAWC/2/2015-16.

Puducherry, the 11th August 2015.

NOTIFICATION

Applications are invited from private workshops/ authorized dealers/service centres to carryout various repairs of vehicles belonging to Government departments in Puducherry, Karaikal, Mahe and Yanam for enlisting as recognized workshop for undertaking repair/job works of Government vehicles, as categorized below:

Types of workshops to be selected:-

1. Major repair workshop (including overhauling, body patch work, tinkering, painting, electrical and upholstery)
2. Minor repair workshop.
3. Patch work, tinkering and painting workshop.
4. Electrical repair workshop.
5. Upholstery repair workshop.
6. Servicing workshop.

The applications can be downloaded from the department website: **www.transport.puducherry.gov.in** and **www.py.gov.in** from 18-8-2015 to 7-9-2015 at 5.00 p.m.

The filled in applications along with necessary enclosures as prescribed in the application and a demand draft for ₹ 250 as application fee drawn on State Bank of India, payable at Puducherry, in favour of Drawing and Disbursing Officer, Government Automobile Workshop, Puducherry should reach the Executive Engineer, Government Automobile Workshop, Saram, Puducherry on or before 7-9-2015 at 5.45 p.m.

S. THAMMU GANAPATHY,
Executive Engineer i/c.

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No. A.34012/4/2015/DP&AR (Exam).

Puducherry, the 11th August 2015.

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are natives/residents of the Union territory of Puducherry for the competitive examination to be held for direct recruitment to the post of Upper Division Clerk (Group 'C' – Non-Gazetted – Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry as detailed below:

Name of the post with Pay Band and Grade Pay	Total number of vacancies	UR	Reservation								
			Vertical						Horizontal		
			MBC	SC	OBC	EBC	BCM	BT	XSM	PH	MSP
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Upper Division Clerk Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400.	503*	253	90	80	55	10	10	5	50	15	25

* Including anticipated vacancies.

Abbreviations : UR – Un-Reserved, MBC – Most Backward Classes, SC – Scheduled Castes, OBC – Other Backward Classes, EBC – Extreme Backward Classes, BCM – Backward Class Muslims, BT – Backward Tribes, PwD – Persons with Disabilities, XSM – Ex-Servicemen, MSP – Meritorious Sports Persons.

Note : (1) The vacancies notified are existing as well as anticipated. However, Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.

(2) For internal reservation under persons with disability five posts each would be allocated for orthopedically handicapped, visually handicapped and hearing handicapped.

I. Educational qualifications for eligibility : Degree of a recognised University.

II. Age-limit :

Between 18 and 32 years of age as on 11-9-2015 the last date for applying through online. Age-limit is relaxable in respect of MBC, SC, OBC, EBC, BCM, BT, Ex-Servicemen, Persons with Disabilities, Widows/ Divorced Women/Women judicially separated from their husbands and who are not re-married, In-service officials and Meritorious Sports Persons as detailed below:—

Category (1)	Relaxation of upper age-limit (2)
MBC/OBC/EBC/BCM/BT	3 years (32 + 3 years)
SC	5 years (32 + 5 years)
Ex-servicemen (For details of reservation and concession to XSM refer Part-IV of General Instructions to candidates).	After deducting the military service plus 3 years from the actual age (in respect of reserved applicant, over and above the admissible relaxation of 5 years for Scheduled Castes and 3 years for MBC/OBC/BCM/EBC/BT).
Persons with disabilities (For physical requirements and categories of disabilities suitable for this job, refer Part-III of General Instructions to candidates).	10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT).
Widows/Divorced Women/Women judicially separated from their husbands and who are not re-married.	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT).
In-service applicant (Refer IX)	Relaxable for Government servants up to 40 years (43 for MBC/OBC/EBC/BCM/BT officials and 45 for SC officials) in accordance with the instructions or orders issued by Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made.
Meritorious Sports Persons (For method of selection refer Part-II of General Instructions to candidates).	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT). Applicable only for candidates applying under MSP quota and there is no written test for them.

III. Nativity/Residence :

Those who are natives of Union territory of Puducherry and residents by continuous residence in the Union Territory for the last 5 years immediately preceding the date of notification only are eligible to apply for the posts. The applicants on selection should furnish the fresh Nativity/Residence Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar. The certificate should have been issued within one year from the closing date of application through online for this recruitment.

IV. Community certificate :

The selected applicants should submit a fresh Community Certificate for MBC/SC/OBC/EBC/BCM/BT obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar. The certificate should have been issued within one year from the closing date of application through online for this recruitment. Candidates selected under SC quota should furnish Community Certificate issued under "The Constitution (Puducherry) Scheduled Castes Order, 1964" and "The Constitution (Puducherry) Scheduled Castes Order, 2002" in respect of "Puthirai Vannan".

V. Widows /Divorced Women / Women judicially separated from their husbands and who are not re-married :

The applicants who apply against the reservation provided for Widows/ Divorced Women/Women judicially separated from their husbands and who are not re-married, should necessarily submit a certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they are not re-married.

VI. Persons with Disability (PwD):

The applicants who apply against the horizontal reservation provided for Persons with Disability (PwD), on selection should necessarily submit the medical certificate issued by District Medical Board, Government of Puducherry. The certificate should have been issued within three years from the closing date of application through online for this recruitment. Certificate received from any other authority will not be accepted. The categories of disability suitable for the post are detailed in Part-III of General Instructions to candidates.

VII. Mode of recruitment/pattern of examination:

Written examination : The vacancies in the above said post will be filled through a competitive examination. The question paper will be of degree standard of objective type consisting of single part in forenoon session with a duration of 2 hours having 100 questions carrying one mark each question from General Mathematics, General Science, General English, Indian History and Geography, Indian Economics, Constitution of India, General Knowledge and Current Affairs. **Negative mark of 0.25 will be awarded for every wrong answer and multiple answers will be treated as a wrong answer.** Candidates are, therefore, advised to keep this aspect in mind while answering the questions.

The question paper will be in bi-lingual (except for General English) *i.e.*, in English and in any one of the regional languages namely, Tamil or Telugu or Malayalam. Therefore, the candidates should indicate the choice of the language in which they prefer to write the examination, in the online application.

Answering would be in the form of shading the correct answer by using **Black Ball Point Pen** only and the applicants are permitted to take the carbon copy of their answer sheet along with their question booklet.

The answer key will be published in the recruitment website <https://recruitment.puducherry.gov.in> and also in the official website of this department *viz.*, <http://dpar.puducherry.gov.in> after completion of examination process.

Note : Merit list will be drawn based on the marks obtained by the applicants in the competitive examination subject to reservation as per rules in force.

For candidates applying under MSP quota : The selection of candidates for the vacancies reserved under Meritorious Sports Person quota will be made on the basis of their achievements in the sports as per the instructions in Part-II of General Instructions to the candidates. There will not be any written examination for the selection of candidates under MSP quota.

Further, the Meritorious Sports Person category candidates may also participate in the direct recruitment written examination along with other candidates provided if they are within the age-limit under the category to which they belong to.

VIII. Date and venue of examination :

The competitive examination will be held in Puducherry, Karaikal, Mahe and Yanam regions of Union territory of Puducherry. The exact date, time and venue of the examination will be intimated in due course in the recruitment website and also in leading newspapers.

IX. How to apply and last date for application :

Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website ***<https://recruitment.puducherry.gov.in>*** from 12-8-2015 (10.00 a.m.) to 11-9-2015 (5.45 p.m.)

X. Procedure for in-service applicants :

Only the candidates working as Lower Division Clerk under the cadre control of Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and Junior Clerk/Typist working in the Judicial Department of the Union territory of Puducherry will be considered as allied cadre for the post of Upper Division Clerk and allowed to appear as in-service candidates by availing the permissible age relaxation mentioned in the statement under "II-Age-limit" of this notification.

Applicants working in the Government Departments/Offices and applying as in-service applicant with age concession should forward a copy of the online generated application through their respective Heads of Departments/Offices within the due date *i.e.* on or before 5.45 p.m. on 11-9-2015 to "The Under Secretary to Government (Department of Personnel and Administrative Reforms), Chief Secretariat, Puducherry -605 001". The applications of in-service candidates which are not duly forwarded by their Heads of Departments/Offices within the due date and time of 5.45 p.m. on 11-9-2015 will be summarily rejected. Advance copy of application for in-service candidates will not be entertained.

Other applicants who are working in the Government Departments/Offices who are within the age-limit and applying as open candidates may intimate the fact of submission of application to the post of Upper Division Clerk to their Heads of Departments/Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Upper Division Clerk in the written examination.

XI. Procedure for Meritorious Sports Persons (MSP) applicants :

The candidates applying against MSP quota have to send copy of their online generated applications along with self-attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as "**Application for direct recruitment to the post of Upper Division Clerk under M.S.P. Category**" to "**The Under Secretary to Government (DP&AR), Chief Secretariat, Puducherry -605 001**" within the due date and time of 5.45 p.m. on 11-9-2015. Belated applications will not be entertained.

GENERAL INSTRUCTIONS TO THE CANDIDATES**PART – I**

Applicants should read the following instructions carefully before applying :

(1) Mode of applying for the competitive examination for recruitment to the post of Upper Division Clerk is only through online.

(2) Avoid registering multiple online applications and register only a single application. All multiple online applications will be cancelled.

(3) *Photograph and signature uploading* : Applicants are instructed to scan their recent passport size colour photograph and signature in an A4 sheet with 150 dpi resolutions in JPG image file format [maximum file size 150 kb]. Read/View the photograph and signature (Text/Video) guidelines in the instruction page of this Department's online portal "***<https://recruitment.puducherry.gov.in>***".

(4) The applicants have to register with their name, father's name, date of birth and mobile number in the online portal "***<https://recruitment.puducherry.gov.in>***" for applying through online. Then they will be receiving an One Time Password (OTP) through SMS in the mobile number provided while registration and the same should be entered in the online portal for receiving the user name and password through SMS. Thereafter, the applicants have to login into the online portal using the user name and password for applying to the post of Upper Division Clerk.

(5) The applicants are also advised to change the default password received in their mobile at first login. It is the applicant's responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities arise upon will be the applicant's risk.

(6) The applicants will be allowed to view, print and check the status of their application and download the Hall Ticket by login into the online portal using the username and password they received in their mobile number. Hence, they are advised to keep the user name and password safe for future reference until the recruitment process is over.

(7) The applicant, after applying, can also make corrections in their online application, if any error occurred while entering the data. They are allowed to avail this facility only two times till 5.45 p.m. on 11-9-2015.

(8) The information/data furnished by the applicants in the online application are final and cannot be altered later after the last date for applying *i.e.* 11-9-2015.

(9) The applicants are advised to have a copy of the online generated application for their reference.

(10) Applicants except in-service and MSP category candidates, need not send the printout of the online application or any other supporting documents to this department.

(11) The applicants who are applying as in-service candidates should send the duly signed copy of the online generated application through their respective Heads of Department/Head of Offices within the due date and time of 5.45 p.m. on 11-9-2015 to "The Under Secretary to Government (DP&AR), Chief Secretariat, Puducherry-605 001". The applicants should also ensure that the Heads of Departments/Offices have duly signed the "Certificate by the Head of Department/Head of Office" provided in the online generated application. The online generated applications received after the due date and time *i.e.* 5.45 p.m. on 11-9-2015 will be summarily rejected. Transit delay will not be entertained.

(12) The candidates applying against MSP quota have to send their online generated application along with self-attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as "Application for Direct Recruitment to the Post of Upper Division Clerk under MSP Category" to "The Under Secretary to Government (DP&AR), Chief Secretariat, Puducherry-605 001" within the due date and time of 5.45 p.m. on 11-9-2015.

(13) The candidates applying under the category of in-service and Meritorious Sports Person (MSP) are instructed to make their online application well in advance so as to submit the online generated application within the last date.

(14) Certificates are required to be produced by the provisionally short-listed candidates after the notification of results of this recruitment examination, only at the time of Certificate Verification.

(15) All the communications with regard to this recruitment will be published in the website ***https://recruitment.puducherry.gov.in***. Applicants are advised to access the above website and watch news and dailies regularly for information. They are advised to keep the mobile number given in the online application active for sending SMS connected with this recruitment.

(16) After scrutiny, the status of the application will be indicated in the website ***https://recruitment.puducherry.gov.in***. The applicants are advised to check the official website to know their application status.

(17) The decision of the Government as to the eligibility or otherwise of the applicant for admission to the examination shall be final.

(18) No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their application/hall ticket etc., through online only.

(19) A separate press note will be issued in leading regional news dailies regarding the issue of hall tickets through online. The eligible applicants can download their hall ticket from the website ***https://recruitment.puducherry.gov.in*** by using the "User name and password" received through SMS while registration.

(20) The admission to the examination is only provisional. Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification/residence/community and any other special category claimed by the individual including medical fitness.

(21) Change of address and mobile number, if any, after submission of application should invariably be intimated to the department. Otherwise the department will not be responsible for any delay/non-delivery of letters/SMS messages.

(22) No request for change of Examination Centre will be entertained.

(23) No travel allowance/dearness allowance will be paid for attending this competitive examination.

(24) **Help line :** For any clarification, if needed, in filling online application, please contact the help line number 0413-2233215 on all working days between 9.30 a.m. and 5.00 p.m.

PART – II

Criteria for selection of candidates against Meritorious Sports Person quota :

1. The selection will be made only in the order of preference based on the performance, winning of medals/ securing of places up to 3rd place as provided in the Office Memorandum No. 14034/1/95-Estt. (D), dated 4-5-1995 of the Ministry of Personnel, Public Grievances and Pension (DoP&T), Government of India, New Delhi and the amendments made from time to time as extracted below:

(a) First preference to those candidates who have represented the country in an international competition with the clearance of the Department of Youth Affairs and Sports.

(b) Next preference may be given to those who have represented a State/Union Territory in the Senior or Junior level National Championships organised by the National Sports Federations recognised by Department of Youth Affairs and Sports or National Games organised by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/ Games, the candidates having participated and won medal in Senior National Championship should be given preference.

(c) Next preference may be given to those who have represented a University in an Inter-University Competition conducted by Association of Indian Universities/Inter-University Sports Board and have won medals or positions up to 3rd place in finals.

(d) Next preference may be given to those who have represented the State Schools in the National Sports/ Games for schools conducted by the All India School Games Federation and have won medals or positions up to 3rd place.

(e) Next preference may be given to those who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.

(f) Next preference may be given to those who represented a State/ Union Territory/University/State School Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

2. The candidates who are applying under Meritorious Sports Person Quota should submit their online generated application along with the required certificates in the relevant forms (as prescribed in Appendix-3) duly obtained from an authority (as indicated in Appendix-2) as mentioned in the Office Memorandum dated 4-5-1995 of the DoP&T referred above. Copy of the above Office Memorandum along with Appendix-2 and Appendix-3 are available in this Department's Official website <http://dpar.puducherry.gov.in> for reference.

PART – III

1. Physical requirement for the post of Upper Division Clerk :

Sl. No.	Physical requirement
1	Sitting
2	Standing
3	Walking
4	Manipulation by fingers
5	Seeing
6	Reading and writing
7	Communication

2. Categories of disabled suitable for the post of Upper Division Clerk:

Sl. No.	Category of disability
1	One arm
2	One leg
3	Both legs
4	One arm and one leg
5	Blind
6	Low vision
7	Hearing handicapped
8	Dwarfism
9	Cerebral palsy

PART – IV

Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pers. and Training, New Delhi, Office Memorandum No. 36034/21/87-Estt. (SCT), dated 7th November 1989

Subject : Second time benefit to ex-servicemen for reservation in Groups 'C' and 'D' posts/services not allowed.

In this Department's Office Memorandum No. 36034/27/84-Estt. (SCT), dated 2-5-1985, it was decided that the second time benefit of ex-servicemen will not be admissible to those ex-servicemen who have already availed of the benefit of ex-servicemen on their first re-employment in civilian posts. On the request made by Directorate General of Resettlement, Ministry of Defense, that the decision contained in the above Office Memorandum, dated 2-5-1985, should not be made applicable to those Ex-servicemen who have been re-employed or are re-employed by the Private Companies/Autonomous Bodies/Public Sector Undertakings and Government Offices on casual/contract/temporary *ad hoc* basis and who can be removed from such service at any time by the employer concerned, the matter has been reconsidered by this department and it has been decided that the provisions contained in this Department's Office Memorandum No. 36034/27/84-Estt. (SCT), dated 2-5-1985, shall not apply to those ex-servicemen who have been re-employed or are re-employed by Private Companies/Autonomous Bodies/Public Sector Undertakings/Government Offices on casual/contract/temporary *ad hoc* basis and who can be removed from such service at any time by their employer concerned.

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Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pers. and Training, New Delhi, Office Memorandum No. 36034/6/90-Estt. (SCT), dated 2nd April 1992

Subject : Benefit of age concession to Ex-servicemen who have already joined Government service for applying for employment in a higher grade/cadre under the Central Government Group 'C' and 'D'.

The undersigned is directed to refer to this Department's Office Memorandum No. 36034/27/84-Estt. (SCT), dated 2-5-1985 wherein, it has been clarified that on an ex-servicemen joining civil appointment he is deemed to be a civil employee and will accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to civil employees, in accordance with the existing instructions in this regard. Representations have been received requesting the Government to reconsider the above decision. The matter has also been raised by the staff side of the National Council (JCM) suggesting that at least the benefit of age relaxation should be allowed to those ex-servicemen candidates who have joined a civil post under the Government of India and who wish to improve their career prospects.

2. The matter has been examined in this department in consultation with Ministry of Defence and the Department of Public Enterprises and it has now been decided that such of those ex-servicemen candidates who have already secured employment under the Central Government in Group 'C' and 'D' will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefits of reservation for ex-servicemen in Central Government jobs. The above decision is in modification of provision of this Department's Office Memorandum No. 36034/27/84-Estt. (SCT), dated 2-5-1985.

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Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pers. and Training, New Delhi, Office Memorandum No. 36034/1/2014-Estt. (Res.), dated 14th August 2014

Subject : Benefit of reservation to ex-servicemen, who applies for various examinations/vacancies before joining civil posts/services in the Government job on civil side.

In terms of this Department's Notification No. 39016/10/79-Estt. (C), dated 15th December 1979 as amended from time to time and which was last amended *vide* Notification No. 36034/1/2006-Estt. (Res.), dated 4th October 2012, the benefit of reservation to ex-servicemen is available at ten per cent of the vacancies in Group 'C' posts and twenty percent of the vacancies in Group 'D' posts in all the Central Civil Services and posts. Benefit of reservation is also extended at ten per cent of the vacancies in the posts up to of the level of Assistant Commandant in all paramilitary forces to be filled by direct recruitment.

2. Vide this Department's Office Memorandum No. 36034/27/84-Estt. (SCT), dated 2-5-1985, it was decided that once an ex-serviceman has joined the Government job on civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government would cease. It was also decided that on his joining the civil employment, he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to civil employees in the normal course. Vide this Department's Office Memorandum No. 36034/21/87-Estt. (SCT), dated 7-11-1989, it was clarified that the instructions of 2-5-1985 shall not apply to those ex-servicemen who have been re-employed or are re-employed by Private Companies/Autonomous Bodies/Public Sector Undertakings/Government Offices on casual/contract/temporary *ad hoc* basis and who can be removed from such service at any time by their employer concerned.

3. An ex-serviceman at the time of his release or discharge from the armed forces normally applies for more than one vacancy, but in case he/she joins any civil employment due to early declaration of results/selection, he/she is not entitled for the benefit of reservation for ex-servicemen for subsequent employment. It has been brought to the notice of this department that the aforesaid instructions are affecting the chances of ex-servicemen in the case of direct recruitment for subsequent suitable employment.

4. The matter has, therefore, been considered in consultation with Department of Ex-servicemen, Ministry of Defence. It has now been decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

5. The above orders shall take effect from the date of issue of this Office Memorandum.

M. KANNAN,
Under Secretary to Government (DP&AR).